

# Canine College Volunteer Volunteer Job Description



**Purpose:** To become educated in Our Companion's Canine College dog training program and related positive reinforcement methods. This training will allow volunteers to provide clients with training and resources to further the canine / human relationship and resolve canine behavioral concerns. The program's goals are to keep dogs in their original homes and help dogs become more adoptable.

**Supervisor:** Canine College Coordinator

**Qualifications:** All volunteers must meet the cognitive and physical requirements to safely perform their tasks, work completely independently, follow verbal and written instructions, and effectively communicate with staff, other volunteers, and the public.

There are various volunteer opportunities within Canine College. Each has different classroom and hands on training requirements. The participation in a particular job requires the approval of the Canine College Coordinator.

## **Physical requirements:**

- Ability to tolerate dog fur, dander, scratches, bites
- Ability to be exposed to possible zoonotic diseases
- Ability to effectively communicate
- Ability to hold a leash with a 60 pound dog
- Ability to stand for a two hour period
- Ability to quickly respond and react to a dog's unpredictable actions

## **Training requirements:**

- Must be willing to attend the program's required classroom training sessions
- Must be able to read and fully understand instructions and follow directions at all times
- Must be able to work as a member of a team
- Ability to work with clients with all types of personalities
- Must be able to understand and work with various types of dogs including reactive dogs and dogs with a bite history
- Ability to follow and respect safety protocols
- Ability to communicate with volunteer manager via email/phone when necessary
- Must have access to email

**Duties and responsibilities:** Prior to interacting with dogs or clients all Canine College Volunteers must complete the required Trainer Stage 1 requirements and be actively involved in completing Trainer Stage 2 requirements.

Different positions are available and the responsibilities of each is listed below:

## Assistant Trainers

- Physical set up of the Classroom
- Teaching Class Segments
- One on one skill assistance
- Working with clients during class to improve dog attention skills
- Communication of client concerns to the Head Trainer

- Attending behavioral evaluations
- Participation in monthly Canine College Meetings

#### Head Trainers

- Supervision of Class Session
- Mentoring Assistant Trainers & Observers
- Evaluation of Observers and Assistants
- Teaching class room sessions for Observers and Assistants
- Responding to Client Questions/ Concerns
- Teaching Class segments
- Conducting Private training session at the Program Center and/or off site locations
- Recommending improvements to training methods, curriculum
- Opening and Closing of Building
- Communication to CCC and Director
- Participation in Monthly Canine College Meetings

#### The Making of an Adoptable Canine Volunteer

- Teaching class segments to Animal Control Officers
- Working with ACO shelter dogs to increase adoptability
- Developing training plans for shelter dogs
- Communicating concerns and progress to ACO's and CCC
- Participation in Monthly Canine College Meetings

#### Adoption Showcasing / Meet and Greet Events

- Showing a dog in the rehome program to potential adopters
- Communicating with the public at the Meet and Greet Events
- Maintaining the safety of the dog and limiting the dog's stress level

**Location of the job:** The main location is the Our Companions Valerie Friedman Program Center. Based upon participation there can be local travel.

**Time commitment required:** minimum of 8 hours of volunteer time monthly and two hours of education time.

**Dress code required:** It is important to look professional to our clients and students while allowing you to be comfortable, and protected from the dogs that we interact with. Consider these guidelines when you select your clothes before volunteering:

- Be aware that any clothes you wear run the risk of being snagged or ripped by a dog. Do not wear your best clothes to training; instead choose serviceable and durable ones.
- No open toed shoes or sandals. Shoes should be sturdy and not easily removed from your feet. The tread should be non-slip.
- No high heels.
- No shorts—long pants only
- No dangling jewelry
- If you have long hair, pin it back or secure it so that your face is visible to the dog.
- Be aware that if you are wearing a hat of any kind that you may make a dog uncomfortable. Be prepared to remove it so that you can work through the issue. If you are working with a dog with a known bite history, do not wear a hat that obscures your face unless it is part of a behavioral treatment plan.
- Shirts should be comfortable and non-restraining. When the weather permits, chose a long sleeved shirt or sweatshirt. The more layers you wear, the more your skin is protected.